

PREPARE A POLICY MEMORANDUM PERFORMANCE TEST

1. Requirement: Prepare a policy memorandum.

2. Instructions:

a. DO NOT WRITE ON THIS POLICY MEMORANDUM PERFORMANCE TEST. Turn in your paper with the critique sheet stapled on top. Submit a copy of your work on disk, via email to smith.steven@jackson.army.mil. Turn in this policy memorandum performance test separately.

b. The policy memorandum will not be more than one page. Use Times New Roman font, pitch 12 on a plain letterhead.

c. Your reference is Army Regulation (AR) 25-50, Preparing and Managing Correspondence. The due date is listed on the training schedule.

3. Situation:

a. You are the executive officer (XO) of Headquarters and Headquarters Company, 82d Soldier Support Battalion (Airborne), Fort Bragg, North Carolina 28307-5000. Your commander showed you lists consisting of personnel that have fallen out on company runs for the periods May 2004 to August 2004. The latest list has the same personnel on it from the previous run and it is growing. He also stated that the overall average for the Army Physical Fitness Test (APFT) needs improvement. The situation is very serious. The battalion commander stopped stragglers during our last company run. Your commander must address this situation to the battalion commander. During their conversation, the battalion commander mentioned that the whole battalion seems to have the same problem.

b. Duty hours are from 0600 to 1700. Physical Training (PT) is from 0600-0700. Keep in mind that you can not keep soldiers after duty hours and you still have your mission to complete. Your commander does not want this program to affect their current physical condition on the other two events (push-ups and sit-ups)

c. Your battalion's official mailing address: See 3a.

d. Your company's official mailing address: See 3a.

e. Your Battalion Commander LTC Jump Master, a fast track Finance Officer, directed you to prepare a one page policy memorandum for the battalion's enhancement PT program.

f. Your battalion's office symbol is: AFVC-SSB.

g. Your company's office symbol is: AFVC-SSB-HHC.